

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
112-01      **Effective Date:**  
04/09/2018

**Subject:**  
Direction and Supervision

**Approved by:**

A handwritten signature in black ink, appearing to read "ST. D. HEBBE".

**Steven D. Hebbe, Chief of Police**



### **PURPOSE:**

To establish guidelines concerning Departmental supervision and direction.

### **POLICY:**

It is the policy of the Farmington Police Department to provide employees with a clear system of direction, notification and supervision.

### **PROCEDURE:**

In accordance with Sections 2-3-37 and 15-2-2 of the Farmington City Code, the Chief of Police shall be the Department Head and shall have supervision and control of the Department, subject to the general control and direction of the City Manager.

The Chief of Police and the Deputy Chief are generally on-call as the designated Operational Commander, on a weekly rotating basis. The on-call Operational Commander has authority over all divisions of the agency during evening and weekend hours, and ensures that appropriate access to command personnel exists for operational, investigative, and internal events and that administrative support is available for all necessary Department functions.

In the event that the Chief and Deputy Chief are not available, a Captain may serve as the Operational Commander. Supervisory personnel serving as the Operational Commander are considered to be the acting Chief of Police and have the same authority as the Chief of Police, including authority over SWAT operations.

In the event of an emergency or disaster where the Chief of Police is absent or unavailable, command authority for Department operations shall succeed in the following order:

1. Deputy Chief;
2. Next senior Captain;
3. Next senior Lieutenant;
4. Next senior Sergeant;
5. Next senior Corporal.

## **CEO Notification:**

Chain of command notifications will begin with the first line supervisor briefing the shift or division lieutenant as soon as enough information has been obtained to relay an appropriate depiction of events. The division or shift lieutenant will then notify the on-call Operational Commander. The on-call Operational Commander will make a determination as to the necessity of notification of the Chief of Police or other city officials regarding high profile incidents or those involving significant potential agency liability or events which may result in heightened community interest.

The patrol division first line supervisor, Sergeant or Corporal, will be responsible for command notification in the following circumstances, including, but not limited to:

1. Violent felonies - defined as homicides, hostage situations, barricaded subjects, armed robberies, shootings (to include drive by shootings), serious stabbings, forcible criminal sexual penetration, kidnapping and abducted children.
2. Police Pursuits - defined as extended pursuits or those involving an accident by members of the police department or the public or any pursuit causing substantial liability exposure;
3. Arrest of any police employee or immediate family member of a department employee. Arrest of any high ranking city official or political figure or any arrest which may cause heightened public scrutiny or media exposure;
4. Any significant, internal, employee event involving immediate discipline such as a suspension or an employee being temporarily relieved from duty.
5. Special events where any unusual activity or arrest may create a question as to the agency's liability during the event;
6. Unusual occurrences or high profile incidents, including bombings, industrial accidents, hazardous materials release, or other critical incidents;
7. All circumstances requiring activation of Departmental ancillary groups such as SWAT, or which may require the activation or implementation of mutual aid agreements with other agencies;
8. Any other significant circumstance, including injury of a serious nature to an on-duty department employee which would require medical treatment, serious injury to an off-duty department employee or their immediate family members which requires hospitalization, or any other unusual circumstance that may be of concern to department command staff;
9. Severe weather occurrences or other natural or man-made hazards which pose significant threat to the public's safety or to police operations;
10. Events which are of significant public concern or which are of particular media interest due to current community interest or concern.

Any employee who obtains information that could fall into any of the above categories, or which may be of likely significant community interest, shall notify their supervisor before transmitting any type of public notifications or releases. The supervisor shall then be responsible for notification of the chain of command and further dissemination.

## **Supervisor Accountability:**

The acceptance of delegated authority carries with it the burden of accountability. Accordingly, all supervisory personnel are held accountable for the performance of employees under their immediate control and shall be expected to provide the following direction, coordination, and control of employees:

1. Direction is provided through verbal means and/or written means;
2. Coordination of any work effort is either directly or indirectly monitored by the supervisor responsible for its outcome;
3. Control is maintained over employees in all work efforts with respect to conduct and final disposition.

Nothing in this policy shall make a supervisor liable or responsible for the acts of employees under their immediate control when such acts are outside the course and scope of the employee's employment, unless the supervisor ordered, approved or ratified such acts.

Department Supervisors shall refer to the [Disciplinary Procedures Policy and Procedure #126-01](#) for matters concerning discipline.

This policy shall also apply to all employees who, by necessity, are assigned as interim supervisors.

Employees shall obey, in a timely manner, any lawful directive of a supervisor. This will include directives relayed from a supervisor by another employee of the same or lesser rank as covered in Section 1.04 of the CODE OF CONDUCT.

If an employee receives a conflicting order or directive, Section 1.05 of the CODE OF CONDUCT states:

1. Employees who are given an otherwise proper directive that conflicts a previous directive, rule or regulation shall respectfully inform the supervisor issuing the directive of the conflict. If the supervisor issuing the directive does not alter or retract it, the directive shall stand. Under these circumstances, the responsibility for the conflict shall be upon the supervisor. Employees shall obey the conflicting directive and shall not be held responsible for disobedience of the directive, rule or regulation previously issued.
2. Employees shall not obey any directive that they know or should know would require them to commit any illegal act. If in doubt about the legality of a directive, employees shall request the issuing supervisor to clarify the directive or shall request to confer with higher authority.

Employees shall observe and obey all City Personnel Rules, Department Policy and Procedures, Standard Operating Procedures, Inter-Office Memorandums and Code of Conduct.

## **Agency Staff Meetings:**

The Chief of Police or designee may hold a Department Staff Meeting, usually once a week. All staff personnel and any other designated personnel are required to attend staff meetings. Such meetings are intended to enhance verbal direction and facilitate the exchange of information. Members have opportunities to express opinions and discuss matters of common interest. A staff member may prepare an agenda which will outline the proposed

topics of discussion.

Applicable notes of the meetings are maintained by the Administrative Assistant or other designee, and a written summary of the meeting is distributed to all of the attending members.

The Deputy Chief usually holds a Supervisors Meeting, usually the first Wednesday of each month. All Supervisors are required to attend. These meetings are directed towards divisional or Departmental concerns. The Administrative Office Manager or other designee prepares an agenda comprised of topics for discussion from all attendees. Applicable notes from the meetings are maintained by the Administrative Office Manager or another designee and a written summary of the meeting is distributed to all supervisors.

### **Written Directives:**

Pursuant to authority granted to the Chief of Police, the Farmington Police Policy and Procedure Manual is hereby established for the operation of the Farmington Police Department. All contents therein, including the Code of Ethics and the Code of Conduct, are subject to the approval of the Chief of Police and may be amended, superseded, suspended, or deleted according to the direction of the Chief of Police. In addition, the Chief of Police has the final determination as to the applicability of any policy, procedure, or code.

Policy and Procedures are issued, modified, and approved by the Chief of Police. This Manual supersedes all previous rules and regulations, general orders, special orders and/or other written directives issued under the legal authority of the Chief of Police.

This Manual is written by order of the Chief of Police, to standardize the operation of the Department and increase the level of professionalism and competency of Department employees. This Manual is an aid to increasing efficiency and job knowledge. The Chief of Police's goal is to create a better understanding of Department Policy and Procedure and of the principles of sound Department administration.

The purpose of Policy and Procedure issuance and maintenance are:

1. To systematically formulate standardized Policy and Procedures pertaining to the Farmington Police Department;
2. To provide guidance and direction for a more efficient operation of the Department;
3. To provide a permanent, continuing record of all Policy and Procedures and which can be readily utilized for guidance.

In order to facilitate the orderly flow of written communication within the structure of the Department, the following system is established:

1. Policy Statements- Policy refers to a broad statement of agency principles or philosophy. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures and rules and regulations. Policy statements are issued by the Chief of Police;
2. Procedural Statements- A procedure is a guideline for carrying out an agency activity; they are "how to" statements. A procedure may be made mandatory in tone through the use of "shall" rather than "should",

or "must" rather than "may". Procedures sometimes allow some latitude and discretion in carrying out an activity. Procedure statements may be issued by supervisors responsible for the administration of a specific operational area or activity;

3. Inter-office Memorandum- This is an informal written document that may or may not convey an order. It is generally used to clarify, inform, instruct, or inquire. Inter-office Memorandums may be issued by any member of the Department.
4. Personnel Order- A written announcement of changes in the status of personnel, i.e.: assignments, transfers, promotions, and disciplinary measures. Personnel Orders are issued by the Chief of Police or designee.
5. Rules and Regulations- These are specific directives from which no deviation or exceptions are permitted. Rules and Regulation are issued by the Chief of Police;
6. Bulletins, Newsletters, and other Specialized Items- May take varied forms and are issued for information purposes. These may be issued by any member of the Department.

#### **Indexing and Updating:**

All Policy and Procedures shall be dated and indexed with an identifying code, i.e.: 111-01. The first digit in the first sequence of numbers (111) identifies the appropriate Policy and Procedures Manual category. The complete Manual covers five categories with each category having a distinct identification number:

1. Administration (Number 1)
2. Operations (Number 2)
3. Support Services (Number 3)
4. Personnel (Number 4)
5. Extra Departmental Cooperation (Number 5)

The second and third digits (111) identify the corresponding accreditation chapter. If a Policy and Procedure does not fall within the scope of an accreditation chapter, the number 99 is used. For example, 199 indicates the directive falls within the Administration category, however, there is no corresponding accreditation chapter which addresses the issue(s) contained in that Policy and Procedure. The second set of numbers (01) indicates the numerical sequence of the directive within that given category.

The content of Policy Procedure occasionally requires an amendment to comply with legal changes, updates or to conform to revised accreditation standards. Once a needed change to Policy and Procedure is identified, including development of a new policy or the purging, updating or revising of an existing policy, the following process will occur:

1. The issue is assigned to an individual designated, based on specific area of expertise, to research and prepare a draft policy or policy changes;
2. The new draft is forwarded to the Accreditation Manager for review;

3. The Accreditation Manager will then submit the draft to the Chief of Police who may, at his discretion, either approve the draft or submit it to the Command Staff for their review;
4. Any proposed changes will be sent back to the individual who prepared the draft or may be addressed by the Accreditation Manager;
5. The Chief of Police may, at his discretion, submit the draft policy to the City Attorney for review;
6. The final draft is submitted to the Chief of Police for approval;
7. The new policy is then distributed to Agency personnel by the Accreditation Manager, who will verify receipt by each individual.

A standardized format of written Policy and Procedures is a means of organizing material and categorizing the information provided to the Departmental members. Policy and Procedures are divided into the following sections:

1. Purpose- Intended to identify the reason the directive is formulated;
2. Policy- Provides a broad statement of principle;
3. Procedure- Provides a method of operation allowing some flexibility within stated limits.

### **Distribution of Policy and Procedures:**

The entire Policy and Procedure manual, including the Code of Conduct, is accessible to every employee through the PowerDMS network. PowerDMS, as it relates to the Department, is kept current by the Accreditation Manager. Upon hire, each employee receives instructions on the use of PowerDMS and acknowledges their understanding, acceptance of, and accountability for, the Department's Policies and Procedures.

Current hard copies of the entire Policy and Procedure Manual are available at various locations throughout the Department and can be utilized if the PowerDMS system is temporarily down. These Manuals are kept current by the Accreditation Manager. At any time, employees may download all current policies off of PowerDMS.

As new or changed Policies and Procedures become effective, a review of the policy may be conducted by a supervisor or in special briefing training sessions. Employees are made aware of any new or changed policy or procedure through notification on the PowerDMS system and shall read and acknowledge, in a timely manner, their receipt and understanding of new or changed policies on the PowerDMS system. Periodic training sessions may be provided with the release of any critical Policy and Procedures, such as Response to Aggression, Motor Vehicle Pursuit, etc.

All originals of the Farmington Police Department Policy and Procedures, which predate the implementation of PowerDMS, are maintained by the Accreditation Manager.